

Message Text

UNCLASSIFIED

PAGE 01 STATE 072656
ORIGIN DRC-01

INFO OCT-01 EA-12 ISO-00 /014 R

DRAFTED BY FADRC/RM:WLDAY:DJH
APPROVED BY O/FADRC:WHPRICE
FADRC/RM:PMURPHY

-----076958 220611Z /20

R 212121Z MAR 78
FM SECSTATE WASHDC
TO AMEMBASSY SEOUL

UNCLAS STATE 072656

E.O. 11652: N/A

TAGS: AINF

SUBJECT: MICROFILMING PROCEDURES

THE FOLLOWING GUIDELINES ARE SUGGESTED PROCEDURES FOR
THE MICROFILMING UNIT IN SEOUL:

1. CENTRALIZE FILMING AND PROCESSING CENTER--ALL FILMING IS TO BE ACCOMPLISHED IN ONE LOCATION. ALL SOURCE DOCUMENTS TO BE FILMED MUST BE ACCOMPANIED BY THE PAPER CITATION FORM (PCF).
2. THE BATES HAND STAMPER IS TO BE SET ON DUPLICATE AND EACH DOCUMENT (FIRST PAGE OF SOURCE DOCUMENT ONLY) INCLUDING THE PCF WILL BE STAMPED BEFORE FILMING. THE PCF MUST BE STAMPED AFTER ITS CORRESPONDING SOURCE DOCUMENT--NUMBERS WILL BE THE SAME IF STAMPER IS SET ON DUPLICATE. AFTER STAMPING, THE PCF'S ARE TO BE ROUTED TO THEIR RESPECTIVE SECTION FOR INPUT INTO THE SYSTEM.
3. FILMING PROCEDURES: WITH EACH NEW REEL OF FILM, THE

UNCLASSIFIED

PAGE 02 STATE 072656

PROCESSING UNIT MUST PREPARE A REEL CONTENTS PAGE THAT INCLUDES THE FOLLOWING: NAME OF POST, SECURITY CLASSIFICATION, REEL NUMBER, AND CONTENTS.

FOR EXAMPLE: TITLE: AMEMBASSY SEOUL
CONTENTS: SUBJECT FILES (POL & ECON)
CLASSIFICATION: SECRET

REEL NO.: 7801

THE REEL CONTENTS PAGE MUST BE FILMED FIRST, BEFORE ANY OTHER FILMING TAKES PLACE. ALSO RECOMMEND, THAT EMBASSY INCLUDE AN END OF REEL PAGE. IT SHOULD BE LAST PAGE BEFORE REMOVING FILM FROM CAMERA.

4. SO AS TO AVOID CONFUSION WITH NUMBERING SEQUENCE, ACCUMULATING NUMEROUS SHORT REELS, AND ACCELERATE FILMING, WE RECOMMEND THAT EMBASSY ESTABLISH THREE CATEGORIES FOR FILMING THAT CAN BE IDENTIFIED IN THE CONTENTS DESCRIPTION OF THE REEL CONTENTS PAGE.

(A) SUBJECT FILES

INCLUDES POL, ECON, CLASSIFIED AND UNCLASSIFIED FILMED TOGETHER. FADRC WILL PROVIDE DUPLICATE COPY SO EACH SECTION CAN MAINTAIN THEIR OWN FILM LIBRARY.

(B) COMMERCIAL FILES

INCLUDES ONLY UNCLASSIFIED FILES--CLASSIFIED COMMERCIAL SHOULD BE TREATED AS ECON MATERIAL AND FILMED UNDER SUBJECT FILES.

(C) CONSULAR RECORDS
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 STATE 072656

INCLUDES ALL RECORDS IN CONS SECTION, HOWEVER, CLASSIFIED SHOULD BE FILMED SEPARATELY. (POST WILL HAVE THREE CAMERA HEADS--ONE FOR EACH MAJOR CATEGORY).

5. WHEN ODOMETER ON RV-2 CAMERA REACHES 2000 AND/OR ON MONTHLY BASIS REMOVE FILM, LABEL AND POUCH TO FADRC FOR PROCESSING. RESET ODOMETER TO 0 AND PREPARE NEW REEL CONTENTS PAGE FOR NEXT REEL.

6. WHEN POUCHING FILM FOR PROCESSING, INCLUDE LABELLING INSTRUCTIONS AND NUMBER OF DUPLICATES NEEDED. ALSO, CABLE POUCH REGISTRY NUMBER AND CONTENTS OF FILM TO FADRC. FADRC WILL MOUNT PROCESSED FILM ON MATCHING MAGAZINES FOR POST USE AND LABEL ACCORDING TO INSTRUCTIONS.

7. REQUEST POST'S COMMENTS TO ABOVE SUGGESTIONS. ADDRESS THEM AND ALL FUTURE COMMUNICATIONS REGARDING MICROGRAPHICS TO FADRC/RM. VANCE

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: Z
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 21 mar 1978
Decaption Date: 20 Mar 2014
Decaption Note: 25 YEAR REVIEW
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 jan 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978STATE072656
Document Source: CORE
Document Unique ID: 00
Drafter: WLDAY:DJH
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780125-0920
Format: TEL
From: STATE
Handling Restrictions:
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t19780341/aaaabilm.tel
Line Count: 113
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: bb2461c0-c288-dd11-92da-001cc4696bcc
Office: ORIGIN DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: ONLY
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: ONLY
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 29 mar 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: N/A
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3251515
Secure: OPEN
Status: NATIVE
Subject: MICROFILMING PROCEDURES THE FOLLOWING GUIDELINES ARE SUGGESTED PROCEDURES FOR THE MICROFILMING UNIT IN SEOUL
TAGS: AINF
To: SEOUL
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/bb2461c0-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
US Department of State
EO Systematic Review
20 Mar 2014
Markings: Sheryl P. Walter Declassified/Released US Department of State EO Systematic Review 20 Mar 2014